



IMPROVEMENT PLAN SUBMITTAL CHECKLIST

Engineering Dept. · Development Services · 1635 Faraday Ave · Carlsbad CA 92008 · 760-602-2750

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

Drawing No. _____ Project Engineer _____

- To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following checklist. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.
- Fee schedules and current versions of the required forms are located on the Engineering page of the City's website at www.carlsbadca.gov. Submittals may be rejected if current forms are not used.

A. THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by City Engineering personnel

- _____ 1. This Submittal Checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Completed and signed City Engineering Plancheck Application form
- _____ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, c) Layer description
-see *Engineering Checklists on City website* (www.carlsbadca.gov/engineering)
- _____ 5. Copy of environmental clearance or completed E.I.A. form, Part 1, with copy of improvement plans attached, if no prior CEQA approval
- _____ 6. Nine sets of prints of the improvement plans folded to 9" X 12"
- _____ 7. Two sets of bound Drainage Report
- _____ 8. Two sets of bound Soils Report
- _____ 9. Two copies of Earthwork Quantity Calculations
- _____ 10. Two copies of Engineer's Cost Estimate
- _____ 11. Two sets of Preliminary Title Report (issued within 6 months of application)
- _____ 12. Three copies of all signed Conditions of Approval (if applicable)
- _____ 13. Two sets of prints of approved Site Plan or Tentative Map signed by Project Planner and Engineer (if applicable)
- _____ 14. Two sets of Water System Analysis if in Carlsbad Municipal Water District (if applicable)
- _____ 15. Two sets of Sewer Study if in City Sewer District (if applicable)
- _____ 16. Reference drawings and maps (if applicable)
- _____ 17. Concurrent submittal required (as applicable): Final/Parcel Map, Grading Plans, Easement documents, Temporary Construction Easement for Off-Site Grading, etc.
- _____ 18. Original and one copy of completed and signed Storm Water Requirements (SWR) Applicability Checklist
- _____ 19. Two sets of Storm Water Pollution Prevention Plan (SWPPP) for projects disturbing (1) acre or greater or if conditioned with project
- _____ 20. Two sets of Storm Water Management Plan (SWMP) (required if project is defined as a priority project per SWR Applicability Checklist or if conditioned with project)
- _____ 21. SWPPP/SWMP review fee(s), if applicable
- _____ 22. Improvement Plancheck fee
- _____ 23. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



IMPROVEMENT PLAN RESUBMITTAL CHECKLIST – PART B

Engineering Dept. · Development Services · 1635 Faraday Ave · Carlsbad CA 92008 · 760-602-2750

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Drawing No. _____ Project Name _____

Planchecker _____ Project Engineer _____

B. THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

PLANCHECKER USE ONLY

Plancheck No. _____

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PCE Initials _____

- _____ 1. This Resubmittal Checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Copy of previous City transmittal letter
- _____ 4. Original and one copy of completed Security and Agreement Data Sheet
- _____ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- _____ 6. _____ sets of corrected prints of the improvement plans folded to 9" X 12"
(Distribution: 1 File, 1 SCE, _____ PCE, _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Recreation,
_____ M&O-Sewer, _____ M&O-Storm Drain, _____ M&O-Water, _____ Other (specify): _____)
- _____ 7. Two sets of corrected bound Drainage Report sealed and signed by Engineer of Work
- _____ 8. Two sets of corrected bound Soils Report sealed and signed by Soils Engineer
- _____ 9. Two sets of corrected Engineer's Cost Estimate sealed and signed by Engineer of Work
- _____ 10. Two sets of corrected Water System Analysis if in Carlsbad Municipal Water District
- _____ 11. Two sets of corrected Sewer Study if in City Sewer District
- _____ 12. Two sets of corrected Earthwork Quantity Calculations sealed and signed by Engineer of Work
- _____ 13. Concurrent resubmittal required (as applicable): Final/Parcel Map, Grading Plans, Easement documents, Temporary Construction Easement for Off-Site Grading, etc. corrected as necessary
- _____ 14. Two sets of corrected Storm Water Pollution Prevention Plan (SWPPP)
- _____ 15. Two sets of corrected Storm Water Management Plan (SWMP)
- _____ 16. Department comments: _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Eng P&P, _____ M&O,
_____ Other (specify): _____ (Distribution: to indicated departments)
- _____ 17. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



IMPROVEMENT PLAN RESUBMITTAL CHECKLIST – PART C

Engineering Dept. · Development Services · 1635 Faraday Ave · Carlsbad CA 92008 · 760-602-2750

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Drawing No. _____ Project Name _____

Planchecker _____ Project Engineer _____

C. THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This Resubmittal Checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Copy of previous City transmittal letter
- _____ 4. Digital copy of plans
- _____ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- _____ 6. _____ sets of corrected prints of the improvement plan folded to 9" X 12"
(Distribution: 1 File, _____ PCE, _____ Other (specify): _____)
- _____ 7. One copy of all signed Conditions of Approval
- _____ 8. Original mylars sealed and signed by Engineer of Work and including all other required signatures
- _____ 9. Concurrent mylar submittal(s) required (as applicable): Final/Parcel Map, Grading Plans, Easement documents, Temporary Construction Easement for Off-Site Grading, etc.
- _____ 10. One copy of approved Storm Water Pollution Prevention Plan (SWPPP)
- _____ 11. One copy of Notice of Intent (NOI) Receipt letter with WDID number separated from SWPPP
- _____ 12. Two sets of approved Storm Water Management Plan (SWMP) sealed and signed by Engineer of Work
- _____ 13. Two copies of transmittal to City showing submittal of securities and agreements
- _____ 14. Payment of fees in the amount of \$ _____
(see enclosed Fee Summary Listing(s) for fee itemization)
- _____ 15. Department approvals: _____ Fire, _____ Parks, _____ Traffic, _____ Design, _____ Eng P&P, _____ M&O, _____ Other (specify): _____
- _____ 16. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____